

5 FAH-2 H-220 PSEUDO HEADER INFORMATION FOR INFORMATION MANAGEMENT SPECIALISTS

*(TL:TEL-11; 07-19-2004)
(Office of Origin: IRM/BPC/RG)*

5 FAH-2 H-221 COMMON FACTORS FOR PSEUDO-HEADERS

*(TL:TEL-11; 07-19-2004)
(Uniform all agencies)*

- a. The pseudo header, used at posts abroad, consists of the first six lines of an outgoing telegram. Drafting officers use this format for telegrams sent via the Common LAN OUTbound Telegram system (CLOUT). Drafters use it also for telegrams sent to Information Programs Center (IPC) on paper or diskette. Telegrams processed on CableXpress use an internal template.
- b. Except for the classification line, the pseudo header contains information for post's internal use only.
- c. Pseudo headers must have six lines. Each line is dedicated to a purpose; no line can be omitted.
- d. Each IPC maintains its own charge symbols, dissemination symbols, and office symbols .

5 FAH-2 H-222 LINE 1—HOW TO ENTER THE CLASSIFICATION

*(TL:TEL-11; 07-19-2004)
(Uniform all agencies)*

- a. All telegrams transmitted over the Diplomatic Telecommunications Service (DTS) facilities require explicit classification markings. This is in accordance with the National Communication System (NCS) standards

requiring a classification or an administrative control designation.

- b. The first line of the outgoing telegram is the classification line. The designations or classifications used are:
- (1) UNCLASSIFIED—information that is neither classified, nor contains portions of classified information;
 - (2) UNCLAS EFTO—information that is unclassified but, nevertheless, requires encryption prior to transmission to safeguard it during dispatch;
 - (3) CONFIDENTIAL—information the unauthorized disclosure of which reasonably could be expected to cause damage to the national security that the classifier can identify or describe;
 - (4) SECRET—information the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security that the classifier can identify or describe; and
 - (5) TOP SECRET—information the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security that the classifier can identify or describe.
- c. The military use a special handling designator SPECAT. For more information on using this designator, see 5 FAH-2 H-251.

5 FAH-2 H-222.1 Executive Order 12958 Classifications

(TL:TEL-11; 07-19-2004)
(Uniform all agencies)

In accordance with Executive Order 12958, as amended, the classification authority must use the criteria below to classify national security information.

- a. "Information may be originally classified under the terms of this order only if all of the following conditions are met:
- (1) An original classification authority is classifying the information;
 - (2) The information is owned by, produced by or for, or is under the control of the United States Government;
 - (3) The information falls within one or more of the categories of

information listed in section 1.4 of Executive Order 12958; and

- (4) The original classification authority determines that the unauthorized disclosure of the information reasonably could be expected to result in damage to the national security, which includes defense against transnational terrorism, and the original classification authority is able to identify or describe the damage.
- b. Classified information shall not be declassified automatically as a result of any unauthorized disclosure of identical or similar information.
- c. The unauthorized disclosure of foreign government information is presumed to cause damage to the national security."

5 FAH-2 H-222.2 Administrative Control Designations

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

Administrative control designations are special phrases that flag the need to control handling or transmission of a telegram. They are used with unclassified telegrams.

5 FAH-2 H-222.2-1 Unclassified Encrypted For Transmission Only (EFTO)

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

UNCLAS EFTO is a transmission control procedure to ensure unclassified telegrams are transmitted over circuits that meet the security requirements for classified information. Circuits for classified information must be encrypted, have classified routing indicators, and be operated and administered only by cleared U.S. personnel.

5 FAH-2 H-222.2-2 For Official Use Only (FOUO)

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

For Official Use Only is a Department of Defense administrative designation applied to information that should be disseminated on a need-to-know basis and which is exempt from public disclosure. Military telegrams marked "For Official Use Only" at the beginning of the text must have UNCLAS EFTO on

the classification line.

5 FAH-2 H-222.2-3 Sensitive But Unclassified (SBU)

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

- a. "Sensitive But Unclassified" (SBU) is a Department administrative control designation that restricts access to those with a need to know the information. SENSITIVE appears one blank line after a channel caption, if used, or by itself as a caption. See 5 FAH-2 H-222 Exhibit H-222.2-3a for an example.
- b. SBU NOFORN telegrams are disseminated only to U.S. personnel and must have UNCLAS EFTO on the classification line. See 5 FAH-2 H-214 Exhibit H-214, and H-222 Exhibit H-222.2-3b for formatting examples. See 12 FAM 540 for guidelines on when to use the SBU and 12 FAM 529.5 for information on NOFORN designations.

5 FAH-2 H-223 LINE 2—HOW TO ENTER CHARGE SYMBOL AND DATE

(TL:TEL-11; 07-19-2004)
(Uniform all agencies)

- a. The second line of the pseudo header consists of the charge symbol and the drafting date of the telegram.
- b. The charge symbol represents the agency or budget allotment responsible for the subject referred to in the telegram. Each post creates its own list of charge symbols. Some are common to most posts, such as (charge symbols are in bold text):
 - (1) International Cooperative Administrative Support Services (ICASS),
 - (2) Program (PROG),
 - (3) Defense Attaché Office (DAO),
 - (4) Agency for International Development (AID),
 - (5) Peace Corps (PC), and
 - (6) Foreign Agricultural Service (FAS).

- c. The most common date format is MM/DD/YY (Month, Day, Year), but use the date format that is in your local standard operating procedures.

5 FAH-2 H-224 LINE 3—WHO IS THE APPROVING OFFICER

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

- a. This line contains the office abbreviation or symbol and the name of the approving officer. Under normal circumstances, the chief of mission (CM), or Consul General at a consulate, or their designee, must approve (or authorize release of) all telegrams for transmission.
- b. In the context of telegraphic preparation, "approving" and "authorizing release" are synonymous.
- c. See 5 FAH-1 H-245.3 for formatting information.

5 FAH-2 H-224.1 Who Else Can Approve Outgoing Telegrams

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

Only the principal officer may designate other officers to authorize release of outgoing telegrams. The principal officer should designate those officers high enough in the organization to guarantee effective telegraphic control.

5 FAH-2 H-224.2 How Do Officers Approve Outgoing Telegrams

(TL:TEL-11; 07-19-2004)
(Uniform all agencies)

- a. All posts are required to keep a current list of signatures and initials of all approving officers. This list should specify who can authorize release for transmission of special handling or distribution captions. The list must note any restrictions on release authorization. You should include these in the Information Programs Center (IPC) standard operating procedures (SOP).
- b. Approving and clearing officers initial inside the upper right margin of

paper copies. OCR forms and printouts from the GLOMAC macro have a section marked specifically for the initials of drafting, approving, and clearing officers.

- c. Local post procedures provide guidelines for clearing and authorizing release of outgoing telegrams electronically. You may do this by forwarding the telegram to each officer, as an e-mail attachment, for comments, clearance, or release. IPC assume outgoing telegrams sent to IPC electronically have the proper clearances and release authorization to transmit.

5 FAH-2 H-225 LINE 4—WHO IS THE DRAFTING OFFICER

(TL:TEL-11; 07-19-2004)
(Uniform all agencies)

The drafting officer is the person composing the telegram. Someone else can prepare the telegram from the drafting officer's input. This line contains all this information: the drafting officer's office, the drafter's name, and the name of the preparer if someone else, such as an office manager, prepared the telegram. The drafter obtains clearances and approval before submitting the telegram to IPC for transmission. See 5 FAH-1 H-245.4 for formatting information.

5 FAH-2 H-226 LINE 5—WHO ARE THE CLEARERS

(TL:TEL-11; 07-19-2004)
(Uniform all agencies)

- a. The drafter lists the office(s) and name(s) of officers who must read and concur with the outgoing telegram. Usually, if the subject matter of the telegram mentions an officer's area of responsibility, you should list the officer as a clearer.
- b. The drafter must use only this line for all clearances. If they will not all fit, the drafter must follow post procedures for recording the additional clearance signatures. The procedure could call for listing only initials to save space.
- c. See 5 FAH-1 H-245 for more information on clearances.

5 FAH-2 H-227 LINE 6—HOW TO ENTER DISTRIBUTION

(TL:TEL-11; 07-19-2004)
(Uniform all agencies)

- a. IPC must have a list of dissemination symbols created on TERP V containing the different distribution patterns required at post. IPC must also have a list of office symbols used to program the dissemination symbols in TERP V. All drafting officers must have a copy of these lists.
- b. Drafters enter the dissemination symbol that fits their desired distribution pattern. The dissemination symbol must be the first entry on this line. They cannot add additional dissemination symbols on this line. They can add office symbols to increase distribution beyond that specified by the dissemination symbol. Alternatively, the drafter could enter the word "NONE" in place of the dissemination symbol, and add office symbols as necessary.
- c. IPC should create a dissemination symbol to accommodate a frequently used distribution pattern that is not already associated with a dissemination symbol. IPC must distribute throughout the posts all updates to the dissemination symbol, office symbol, and charge symbol lists.
- d. See 5 FAH-1 H-245.6 for more information on the distribution line of the pseudo-header.

5 FAH-2 H-228 ZFF OPERATING SIGNAL

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

- a. The drafter inserts the ZFF operating signal on the line between the pseudo header and the originator's telegraphic address. This signal requests acknowledgment from the addressees, depending on the numerical suffix added. See 5 FAH-2 H-423 Exhibit H-423, or the ACP131 manual, for a list of the numerical suffixes.
- b. A ZFF entry on this line will cause the TERP V terminal to insert the same ZFF operating signal on Format Line 5 when the telegram is converted to ACP-127 format.
- c. NODIS, SECTO, or other telegrams that require addressee(s)' acknowledgment must have the prosign ZFF between the pseudo header

and originator's telegraphic address. See 5 FAH-1 H-200 for more information on captions.

- d. See 5 FAH-2 H-228 Exhibit H-228 for an example of an outgoing telegram with the ZFF operating signal.

5 FAH-2 H-229 UNASSIGNED

**5 FAH-2 EXHIBIT H-222.2-3A
POST OUTGOING TELEGRAM
SBU AND CHANNEL CAPTION
(ELECTRONIC SUBMISSION)**

*(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)*

UNCLASSIFIED
PROG 03/01/2004
AMB: BFRANKLIN
ADM: TJEFFERSON
NONE
PERC

AMEMBASSY OSLO
SECSTATE WASHDC

HR CHANNEL

SENSITIVE

E.O. 12958: N/A
TAGS: APER
SUBJECT: SBU EXAMPLE FORMAT

1. (SBU) This is an example of an SBU telegram, which requires the administrative control, HR CHANNRL. This telegram can only be distributed to employees for official use and must remain on SBU cleared media. SBU information cannot be released on the Internet.
2. (SBU) The telegram can only be transmitted over circuitry that meets security criteria for handling sensitive information.

FRANKLIN

**MARKED AS ADMINISTRATIVELY CONTROLLED
FOR EXHIBIT PURPOSES ONLY**

**5 FAH-2 EXHIBIT H-222.2-3B
POST OUTGOING TELEGRAM
SBU/NOFORN AND CAPTION
(ELECTRONIC SUBMISSION)**

*(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)*

UNCLAS EFTO
PROG 12/15/04
AMB: MMANSFIELD
RSO: MJOHNSON
DCM: SWALDEN
DSCH

AMEMBASSY HELSINKI
SECSTATE WASHDC, IMMEDIATE

DS CHANNEL

SENSITIVE

NOFORN

E.O. 12958: N/A
TAGS: ASEC
SUBJECT: SBU NOFORN EXAMPLE FORMAT

1. (SBU) This is an example of an SBU NOFORN outgoing telegram with a channel caption.
2. (SBU) Since this is marked as a NOFORN telegram, it is categorized as UNCLAS EFTO, which will mean that it must be transmitted ONLY over classified media to ensure that it is handled by cleared U.S. personnel only.
3. (SBU/N) UNCLAS EFTO requires that ACP127 format line four (FL4) contain the security prosign and redundancy of ZNY EEEEE.

MANSFIELD

**MARKED AS ADMINISTRATIVELY CONTROLLED
FOR EXHIBIT PURPOSES ONLY**

5 FAH-2 EXHIBIT H-228
POST OUTGOING TELEGRAM
NODIS WITH ZFF
(PAPER SUBMISSION)

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

CONFIDENTIAL
PROG 02/9/03
AMB: MMEINIK
DCM: LJKIRKCONNEL
NONE
NODI
ZFF4
AMEMBASSY SKOPJE
SECSTATE WASHDC, PRIORITY

APV:
DFT:
CLR:

NODIS

E.O. 12958: DECL: 02/9/04
TAGS: PREL
SUBJECT: ZFF EXAMPLE FORMAT

REF: STATE 362908

CLASSIFIED BY: AMBASSADOR EINIK. REASON: 1.5 D

1. (U) This is an example of a telegram requiring the operations signal ZFF. The drafter should compose the telegram using this format to have it ready for processing.
2. (C) This text is marked as classified for exhibit purposes only. This handbook contains no classified information.

EINIK##

MARKED AS CLASSIFIED FOR EXHIBIT PURPOSES ONLY